

***EXAMPLE AGENT STATEMENT OF UNDERSTANDING***

YOUR UNIT OFFICE SYMBOL

DATE

MEMORANDUM FOR (Paying Agent) Rank, First Name Last Name, SSN

SUBJECT: Appointment as Paying Agent

Effective (Date), you are hereby appointed as a paying agent to DDO/DA and are charged with the duty of assisting the finance officer in the disbursement of public funds as specified in your paying agent instructions. As a paying agent, you are pecuniary liable for any cash, negotiable instruments, and paid vouchers entrusted to you. Therefore, it is imperative that you become familiar with and strictly adhere to the paying agent instructions contained within this policy and DODFMR 7000.14, Vol 5. If you fail to comply with these instructions, you may be held liable for any losses of funds and/or be subject to administrative actions or criminal prosecution. Upon termination of paying agent duty, paying agent appointment orders will be rescinded.

STEVEN R. PICABO  
LTC, FC  
Commanding

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